



Enrollment Action Checklist (**VALUE FIVE**) For Participating Groups (Including UD)

2019 Benefits Open Enrollment Period: May 06 – 24, 2019
Coverage Effective Date: July 1, 2019

Show you **VALUE your benefits by actively participating in
Open Enrollment this year.**

For the 2019 Benefits Open Enrollment, Participating Group (Including UD) Employees should complete the **VALUE FIVE CALL TO ACTION** steps to actively participate.

- ☐ **V**isit the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits (select “Participating Groups (Including UD),” choose “Enrollment,” then select “Benefits Open Enrollment”).
- ☐ **A**ccess the online resources, including state dental* plan rates, **2019 Benefits Open Enrollment Highlights Video**, frequently asked questions, a health plan comparison chart and a listing of upcoming benefit education sessions and health fairs.
- ☐ **L**ook at your options for health and dental* coverage.
- ☐ **U**ppdate/make changes to your health and dental* coverage if you wish, by submitting changes to your organization’s Human Resources/Benefits Office.
 - ☐ Contact your Human Resources/Benefits Office within your organization for forms to enroll, make changes or cancel current health or dental* coverage. You **MUST** submit your changes to your organization’s Human Resources/Benefits Office **no later than May 24, 2019**.
 - ☐ **If enrolling a spouse or other dependent child for the first time**, you will be required to submit a Birth Certificate (for Dependents Only), Marriage Certificate, Social Security numbers or other required documentation as applicable to your organization’s Human Resources/Benefits Office.
 - ☐ **If enrolling a dependent child for the first time**, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2019 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the Statewide Benefits Website.
 - ☐ If enrolling in an HMO (Aetna or Dominion National) plan, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan’s network and is accepting new patients prior to enrolling.

***Please note that plan options may vary. Contact your HR/Benefits Office for details.**

- ☐ **E**nter and complete the online [Spousal Coordination of Benefits \(SCOB\) Form](#) (between **May 6 – 24, 2019**) if covering a spouse on your health plan effective **July 1, 2019**.

Failure to submit a new Spousal COB form each year will result in a reduction of spousal health benefits.

Additional Benefits Available During Open Enrollment:

☐ **University of Delaware Employees ONLY**

For Supplemental Benefits by Aflac coverage, visit the [Statewide Benefits Website](#) and “Select your Group” for more information and enrollment requirements.

☐ **DSWA Employees ONLY**

For Group Universal Life (GUL) Insurance coverage, visit the [Statewide Benefits Website](#) and “Select your Group” for more information and enrollment requirements.

Where You Can Learn More:

The Statewide Benefits Office has provided several tools in order to help employees actively participate in Open Enrollment, while providing the **BEST VALUE** for you and your family.

- ↳ A newly designed [website](#) provides access to the latest information regarding your benefits; including coverage options, upcoming events and enrollment information.
- ↳ A series of **Informational Videos**, which includes the “2019 Benefits Open Enrollment Highlights”, videos on the four Health Plans, and Spousal and Dependent Coordination of Benefits, provide an in-depth overview of each topic.
- ↳ The **Health Plan Comparison Chart** provides a side-by-side comparison of the four Health Plans offered by the State of Delaware.

Have additional questions about Open Enrollment or your benefits?

Contact your organization’s Human Resources/Benefits Office.

You can also contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or benefits@delaware.gov.